



Juvenile Welfare Board of Pinellas County
*The Juvenile Welfare Board of Pinellas County funds initiatives
designed to improve outcomes for the community's vulnerable children in the three
strategic areas of school readiness, school success, and preventing child abuse.*

JOB OPPORTUNITY

HIRING RANGE: \$19.05- \$24.49 (Hourly) \$39,633.88-\$50,939.20 (Annually) PG-18

Position Title: Department Coordinator
Reports to: Chief Operating Officer

Department: Community Collaborations & Program Quality
Status: Non-Exempt

Position Purpose:

This position provides administrative support to the Community Collaborations & Program Quality Department, which includes the following units: Contract Management, Performance Management and Evaluation, and Community Planning.

Key Responsibilities:

- Manage and maintain the Chief Operating Officer's calendar schedule, confirm meetings and resolve conflicting demands
- Organize and perform a range of diverse administrative activities related to the department; organize and prioritize assignments from multiple sources; make travel arrangements
- Prepare invoices, reports, memos, correspondence, forms, agendas, letters, financial statements, mail mergers, emails and other documents, using Word, Excel, Access, Power Point, Publisher and Outlook Software
- Maintain business calendars, schedule and confirm appointments and resolve conflicting demands
- Utilize scanning document management software to file and retrieve documents for department staff and maintain document quality controls
- Purchase and maintain office supplies; initiate purchase requisitions, track orders and department payments, monitor budget expenditures, and make travel arrangements
- Assist with event planning and the coordination of activities at conferences, meetings, and other public events
- Coordinate activities and prepare materials for a variety of meetings, conferences, committees, special projects
- Attend meetings, take notes, and prepare meeting minutes
- Answer phone calls, provide information to callers, and transfer calls to appropriate parties
- Work with peers to coordinate desk coverage of other administrative staff as needed
- Work cooperatively on inter and intra departmental teams to accomplish established team objectives and timeframes.
- Other duties as assigned.

Specifications:

- 3 years of experience performing administrative and varied office support work utilizing modern office equipment and technology
- Associate's Degree in business, technology, human services, human resources or related field, plus two years of experience as described above or an equivalent combination of education, training and or experience; Bachelor's degree preferred
- Proficient in Microsoft Office Suite Programs
- Graphic Design Software Experience/Knowledge/Skills (i.e. – Photoshop, illustrator, etc.) a plus
- Ability to multi-task effectively and adjust to a dynamic work place
- Ability to communicate effectively verbally and in writing
- Detail oriented, neat, and organized
- Access to reliable transportation

Additional Requirements:

- Successfully pass a Level II background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver's license and/or access to reliable transportation

Please submit resumes by Monday, July 1, 2019 to:
Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.
14155 58th Street N. Clearwater, FL 33760
email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.
Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference
and priority in employment by the state and are encouraged to apply for the positions being filled.
Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org
All applicants are advised that applications in Florida become a matter of public record upon receipt.*